

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 27th day of April 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman  
Commissioner Wright H. Ellis, Vice-Chairman  
Commissioner Steve Broderick  
Commissioner Lee Wallace

EXCUSED: Commissioner Mark C. Crocker  
Commissioner Joel M. Maerten  
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1  
Joanne M. Teixeira, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, GHD Consulting Services  
Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Joanne M. Teixeira

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the minutes of the March 23, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

| <b><u>VENDOR</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>AMOUNT</u></b> |
|----------------------|---------------------------|----------------------|
| Bytronics            | Digging Notifications     | 22.50                |
| Dig Safely           | Digging Notifications     | 76.00                |
| Frontier             | Mapleton Rd PS            | 57.55                |
| National Fuel        | Plant                     | 3,360.69             |
| National Fuel        | Shawnee Road PS           | 67.61                |
| National Fuel        | Townline Road PS          | 209.97               |
| National Grid        | East Canal PS             | 2,185.07             |
| National Grid        | Mapleton Rd               | 197.02               |
| National Grid        | Moyer Lift                | 89.05                |

|                          |                                 |          |
|--------------------------|---------------------------------|----------|
| National Grid            | Plant                           | 9,898.31 |
| National Grid            | Shawnee Road PS                 | 219.15   |
| National Grid            | Tonawanda Creek Rd PS           | 686.60   |
| National Grid            | Townline Road                   | 1,014.12 |
| National Grid            | 2044 Niagara Falls Blvd (meter) | 21.72    |
| National Grid            | 2059 Niagara Falls Blvd (meter) | 21.02    |
| NYSEG                    | Rapids Rd PS                    | 128.56   |
| QLT                      | Tonawanda Creek Rd PS           | 13.35    |
| Time Warner              | Internet                        | 757.65   |
| Town of Wheatfield Water | Mapleton Road PS                | 12.60    |
| Town of Wheatfield Water | Moyer Road PS                   | 12.60    |
| Town of Wheatfield Water | Shawnee Road PS                 | 12.60    |
| Town of Wheatfield Water | Townline Road PS                | 85.80    |
| Verizon                  | East Canal                      | 25.22    |
| Verizon                  | Plant                           | 134.46   |
| Verizon                  | Moyer Lift PS                   | 25.15    |
| Verizon                  | Rapids Rd PS                    | 25.17    |
| Verizon                  | Shawnee Road PS                 | 24.82    |
| Verizon                  | Tonawanda Creek Rd PS           | 29.57    |
| Verizon                  | Townline Road PS                | 25.20    |
| Verizon Wireless         | Cellular Phones                 | 46.39    |

**TOTAL**

**\$ 19,485.52**

**TO BE PAID**

| <u>VENDOR</u>                     | <u>DESCRIPTION</u>  | <u>AMOUNT</u> |
|-----------------------------------|---|---------------|
| Alpha Analytic, Inc.              | Lab Analysis  | 577.20        |
| American Public Works Association | Membership Renewal for Tom Blodgett   | 199.00        |
| AmeriPride                        | Carpet Floor Protection (March & April  | 179.00        |
| Bison Laboratories, Inc.          | Sodium Hypochlorite   | 2,970.69      |
| Blodgett, Thomas                  | Travel Mileage  | 53.46         |
| City Electric                     | Electrical Supplies   | 53.43         |
| Cummins Northeast LLC             | Semi-annual maintenance of the emergency generators at Ton Crk, East Canal, Shawnee and Rapids Rd PS's. | 5,257.36      |
| Drake Lawn & Garden               | Maintenance Supplies  | 119.80        |
| Environmental Resource Associates | Laboratory Supplies   | 156.87        |
| Evoqua                            | Lab Grade Water   | 573.14        |
| Fisher Scientific                 | Laboratory Supplies   | 1,341.46      |
| Flanders, Daniel                  | Continuing Education Credits Reimbursement  | 29.90         |
| F.W. Webb                         | Flow Meter Sensors & Cables   | 6,231.50      |
| GHD                               | March Monthly Retainer  | 750.00        |
| GHD                               | 2015 Roof Replacement (Project #631123)   | 534.00        |
| GHD                               | 2016 Operation & Maintenance Projects (Project  | 11,250.00     |

|   |  |                      |
|---|--|----------------------|
|   | #11119361)   |                      |
| GHD   | SPDES Compliance Update (Project #11110349)  | 3,925.00             |
| Greater Niagara Mechanical                            | HVAC Repair in Administration Building, semi-annual preventative maintenance service             | 903.00               |
| Greater Niagara Newspapers                            | Violation Notices  | 99.40                |
| Industrial Appraisal Company                          | Complete Appraisal of all buildings & equipment  | 4,650.00             |
| JP Industrial Supply                                  | Maintenance Supplies   | 85.92                |
| Koester   | Seal Water Filters   | 810.68               |
| Lakes Pipe & Supply Company                           | Maintenance Supplies   | 1,189.09             |
| McMaster-Carr   | Maintenance Supplies   | 645.70               |
| Microbac  | Laboratory Supplies  | 229.00               |
| Modern Corporation                                    | Dumpsters  | 175.27               |
| Mollenberg-Betz (Custom Sheet Metal Contracting, LLC) | Influent PS Screen Room Ventilation Project  | 117,005.12           |
| Musial, Gene (Ryan's Exterminating Co)                | Spray Filter Building, plus exterminating for bees   | 160.00               |
| Napa Auto   | Tire Sealant   | 9.99                 |
| Niagara County Sewer District #1                      | Petty Cash   | 103.93               |
| North Central Laboratories                            | Laboratory Supplies  | 55.81                |
| NSI Lab Solutions                                     | Laboratory Supplies  | 500.50               |
| Polydyne Inc.   | Polymer  | 25,070.00            |
| Praxair   | Maintenance Supplies   | 211.51               |
| PVS Technologies                                      | Ferrous Chloride Solution  | 2,173.60             |
| Republic Services                                     | Recycling Service  | 36.29                |
| Republic Services                                     | Sludge Disposal  | 30,278.66            |
| Rexel   | Batteries, Fuses, 2 variable speed drives with interfaces for Rapids Rd PS, replacement LED lamp | 12,460.38            |
| Ronco   | Maintenance Agreement/Phone System   | 367.50               |
| Safety Kleen  | Parts, Washer Service  | 227.31               |
| Sampson Cleaning Services                             | March 26, April 3, 10, 16, 23  | 350.00               |
| Staples   | Office Supplies  | 79.89                |
| Town of Wheatfield                                    | Fuel for District Vehicles   | 659.87               |
| Uline   | Maintenance Supplies   | 35.76                |
| Vona, P. Andrew                                       | Monthly Retainer-March 2016  | 2,500.00             |
| Water Environment Federation                          | Membership Renewal for J. Timkey & D. Kummer   | 234.00               |
| Webster Ford (dba Henderson Ford)                     | District Vehicle Replacement   | 30,897.33            |
| WW Grainger   | Solenoid-Seal Water, Green & Red LED Panel Lamp, Nuts/Screws, demolition hammer, max hammer      | 1,477.84             |
| <b>TOTAL</b>  |  | <b>\$ 267,885.16</b> |

|                               |                         |
|-------------------------------|-------------------------|
| <b>TOTAL FORWARDED</b>        | <b>\$ 267,885.16</b>    |
| <b>TOTAL APPROVED O&amp;M</b> | <b><u>19,485.52</u></b> |
| <b>GRAND TOTAL APPROVED</b>   | <b>\$ 287,370.68</b>    |

This motion was carried.

Review of the March 2016 Financial Report showed an Operation and Maintenance balance of \$6,808,679.31

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis, it was resolved that the Sewer District's 2016 Financial Report be approved as presented. This motion was carried.

**Communications:**

a. Walter Kanouff Retirement - Mr. Blodgett reported that Walter Kanouff will be retiring on May 20th after 30 years of service with the District. Mr. Ellis stated that he would like to recommend a resolution for the Board to acknowledge and honor Mr. Kanouff's many years of dedicated service to the District.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Ellis's request to give our thanks to Mr. Walter Kanouff with a resolution for his hard work and dedication for 30 years to the Niagara County Sewer District #1. This motion was carried.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Ferrous Chloride Bid - Mr. Timkey stated the current contract for ferrous chloride with PVS Chemicals expires June 30, 2016. Mr. Timkey requested Board approval to go to bid for a new contract.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to go to bid for ferrous chloride. This motion was carried.

b. Plant and Pump Station Driveway Seal Quotes - Mr. Timkey reported that we are still waiting to receive 3 quotes to seal the plant and pump station driveways and parking areas. This agenda item will be revisited in May.

c. Purchase of EIM Electric Valve Operator for Treatment Plant Filters - Mr. Timkey is requesting Board approval to purchase 1 (one) EIM Model R6F6-B Electric Valve Operator, OEM replacement from Nibasco Automation, at the purchase price of \$6,979.00.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to purchase 1 (one) EIM Model R6F6-B Electric Valve Operator, OEM replacement from Nibasco Automation, at the purchase price of \$6,979.00. This motion was carried.

**Administrative Directors Report:**

a. Solar Development Project - Mr. Blodgett reported that the County has decided against moving forward with the Solar Development Project at this time. With fluctuating energy prices and the expenses the County might have to cover, there is less likelihood for potential profit. The County obtained a record of monthly power prices for the past 4.5 years from the consulting firm of Fluent Energy, and had concluded that the solar project wasn't viable.

b. Summer Employment - Mr. Blodgett reported that the District has 2 seasonal openings still available. Mr. Blodgett asked if the Commissioners knew of anyone interested in the summer positions to contact the District for an application. Applicants must be 18 years of age with a valid driver's license, with the pay of \$10/hour, 40 hours/week.

c. 2016 Town Inflow/Infiltration Projects - Mr. Blodgett reminded the Commissioners to submit their individual 2016 Town I/I Projects to the District as soon as possible for processing.

d. County Manager Facility Tour - Mr. Blodgett reported that the new County Manager, Richard Updegrave, will be touring the facility on Thursday, April 28, 2016. Mr. Blodgett and Mr. Timkey will be accompanying him around the facility.

e.       Interceptor Model Proposal - Mr. Blodgett reported that a model of our interceptor sewer system would assist the District in predicting any capacity issues so these issues can be addressed prior to becoming a problem in the future. This project has been budgeted in the 2016 Engineering line and Mr. Blodgett is requesting approval for GHD to submit the proposal for Board consideration at the May Administrative Board Meeting.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby requests GHD Consulting Services, Inc. to submit an Interceptor Model proposal for Board consideration at the May Administrative Board Meeting. This motion was carried.

f.       Personnel - Mr. Blodgett recommended that the Board go into executive session to discuss personnel matters. Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Board adjourn to executive session to discuss personnel. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Mr. Blodgett requested authorization to hire David Lennox to fill the Electronics Technician position upon the retirement of Walter Kanouff effective June 6, 2016.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's recommendation to hire David Lennox to fill the Electronics Technician position upon the retirement of Walter Kanouff effective June 6, 2016. This motion was carried.

#### **Engineering Report:**

1.       General Retainer (GHD Project No. 630191)
  - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
  - BOARD ACTION REQUESTED – **Authorization to advertise 2016 District I/I project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval**

Mr. Lannon requested Board authorization to advertise for 2016 District I/I project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval of final documents.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to GHD for authorization to advertise 2016 District I/I project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval of final documents. This motion was carried.

2. Flow Study Implementation Project (GHD Project No. 631132)
  - Project underway. Finalizing model results and draft report for NCSD review.
  - BOARD ACTION REQUESTED – None
3. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
  - Project complete.
  - BOARD ACTION REQUESTED – None
4. Wet Weather Operating Plan (GHD Project No. 631132)
  - Draft report in development. Submission date extended to June 1, 2016.
  - BOARD ACTION REQUESTED – None
5. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
  - Project underway.
  - BOARD ACTION REQUESTED – None
6. 2015 SPDES Compliance Annual Updates (GHD Project No. 11110349)
  - MMP Annual Update Report submitted to DEC on March 30<sup>th</sup>.
  - BOARD ACTION REQUESTED – None
7. 2016 O&M Projects (GHD Project No. 11119362)
  - Project kick-off meeting complete. Project underway.
  - BOARD ACTION REQUESTED – **Authorization to advertise 2016 O&M Project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval**

Mr. Lannon requested Board authorization to advertise for 2016 O&M Project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval of final documents.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to GHD for authorization to advertise 2016 O&M Project bids contingent upon Mr. Blodgett and Mr. Timkey's review and approval of final documents. This motion was carried.

**Attorney's Report:**

There is nothing new to report this month.

**New Business:**

Chairman Cliffe asked if the railroad track spurs coming into the plant crossing Liberty Drive would ever be used or needed by the District in the future. Mr. Blodgett and Mr. Timkey responded that they do not anticipate that the District would ever have a need for said spurs since the spurs were removed from the plant roadways several years ago.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace the meeting adjourned at 4:30 p.m.